Hala Ibrahim Othman

Naameh, Lebanon

**Nationality:** Lebanese **Date of Birth:** October 15th, 1993

**Place of Birth:** Beirut, Mazraa

**Mobile:** +96176045008

**E-mail:**  Halaothman.93@hotmail.com

Dear Sir/Madam,

I take liberty to submit for this vacancy hopping my qualification and experience will meet your requirements.

It is my keen desire to work for your Organization so that I may utilize my experience and knowledge so as to be an asset to your Organization.

Awaiting your favourable response,

Best Regards.

Personal Profile Statement / Career Objective

I am a highly organised, professional and self-motivated with a great educational passion.

My career objective is to use my skills in the best possible way for achieving company’s goals and to solve problems in an effective/creative manner in a challenging position.

Education

**[October 2013 – January 2017 ]**

**Lebanese University**

**Bachelor of Business Accounting and Auditing**

**[September 2012 – June 2013]**

**Haret Al-Naameh High School**

**Economic**

**Employment and Work Experience**

June 2019 – Present Mazen Pharmacy

Data Entry

**Responsibilities:**

* Transfer data from paper formats into database systems
* Type in data provided directly from customers or other parties
* Create and manage spreadsheets with large numbers of figures
* Verify data by comparing it to source documents
* Update existing data
* Produce reports
* Retrieve data as requested
* Perform regular backups to ensure data preservation
* Sort, organize and store paperwork after entering data

April 2017 – June 2019 Mazen Pharmacy

Cashier

* Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
* Operating scanners, scales, cash registers, and other electronics.
* Balancing the cash register and generating reports for credit and debit sales.
* Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
* Processing refunds and exchanges, resolving complaints.
* Bagging or wrapping purchases to ensure safe transport.
* Following all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes.
* Maintaining a clean workspace.

July 2011 – September 2011 Palms Beach

Waitress

* Greet and escort customers to their tables
* Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
* Prepare tables by setting up linens, silverware and glasses
* Inform customers about the day’s specials
* Offer menu recommendations upon request
* Up-sell additional products when appropriate
* Take accurate food and drinks orders, using a POS ordering software, order slips or by memorization
* Communicate order details to the Kitchen Staff
* Serve food and drink orders
* Check dishes and kitchenware for cleanliness and presentation and report any problems
* Arrange table settings and maintain a tidy dining area
* Deliver checks and collect bill payments
* Carry dirty plates, glasses and silverware to kitchen for cleaning
* Meet with restaurant staff to review daily specials, changes on the menu and service specifications for reservations (e.g. parties)
* Follow all relevant health department regulations
* Provide excellent customer service to guests

**Languages**

**Mother tongue: Arabic**

**Good command in English**

**Skills**

* Excellent written and verbal communication skills
* Strong organizational skills and meeting deadlines in advance
* Excellent interpersonal skills and building relations with staff and customers
* Fast typing skills
* Excellent communication skills
* Ability to work within a care base environment
* Excellent IT skills (Microsoft Office): Excel – Word – Power point – Access
* Soft skills: Commitment, Attention to detail, Social skills

**Hobbies and Interests**

Swimming

Research

Reading

References

**Available upon request**